

**Vision Group D – System Evaluation & Improvement
Meeting Minutes for Friday, October 18, 2002
Emergency Medical Services Authority
1930 9th Street, Sacramento 95814
10:00am – 3:00pm**

I. Introductions

Members Present

Steve Andriese (Committee Chair)
Ed Armitage (EMS Authority)
Bonnie Sinz (EMS Authority)
Larry Karsteadt (EMS Administrators Association of CA)
Deidre Myles (CA State Firefighters Association)
Gwen Jones (CA State Association of Counties)
Bob O'Brien (California Fire Chiefs)
Cathy Ord (CA Fire Chiefs Association) – by phone
Bob Eisenman (Kaiser, Managed Care) – by phone

Non-Members Present

Miranda Swanson (Vision Office, EMS Authority)
Andrea Zeboski (Vision Office)

- ? The minutes from the last meeting were revised to reflect that Gwen Jones was present August 9, 2002.

II. Vision Conference Plans - Miranda

1. Miranda updated the committee on the latest plans for the Vision Conference. The Standards and Guidelines draft and the State Plan draft will be presented for comments.
2. The Prevention & Public Education Registry will be presented at the Vision Conference in December.
3. Richard will have a decision about a statewide EMT-I test soon.
4. Six people per committee can be reimbursed for their travel costs. Anyone who is interested in reimbursement should let Miranda and Steve know as soon as possible.
5. October 30 is the final date for early registration.

III. Memo from Richard Watson / Letter to Richard Regarding Group Recommendations

1. The committee reviewed the questions that were included in Richard Watson's letter and concluded that in their draft letter to the EMS Commission, they had answered some of the questions already.
2. The group discussed alternate means of group communication, such as Microsoft Net meetings and conference calls. It was also suggested that committee members split up the tasks of chair and secretary in order to

conserve money, EMSA could coordinate between the groups and the Commission.

3. Steve will send out a draft of the letter over the list-server for approval.

IV. Status of *LEMSA Assessment*

1. There was some discussion about who will present the *LEMSA Assessment* document (either System Evaluation and Improvement or Governance and Medical Control) at the Vision Conference. Steve will work with Chuck Baucom to make a decision about this issue.
2. The *LEMSA Assessment* recommendation has not gone to the VLT yet. If it is approved by the VLT, it will go to Richard Watson.

V. EMSA 101 Guidelines Revisions

1. The changes that were made to the Standards & Guidelines were approved. The amendments will go into the draft to be presented at the Vision Conference.
2. Gwen Jones motioned to approve the document, which was seconded by Larry Karsteadt: all in favor-9, opposed-0.

VI. *System Evaluation and Improvement Overview* document

1. This document could not been created yet because the entire process is not complete.
2. Steve recommended that an outline of the document should be sent to Miranda along with the package of documents for inclusion in the Vision Conference materials.

VII. *State EMS Data Set Final Format*

1. Bonnie discussed the National EMS Information System (NEMSIS).
2. Most agreed that a national data set is absolutely necessary; however, there were some questions about how to respond to the public comment draft (individually, as a group, or both?), and what this means to the California data set (CEMSIS).
3. Larry, Bonnie, Cathy and Bob O'Brien will work on comparing the NEMSIS to CEMSIS. The committee agreed that final approval of the data set and inclusion into Standards and Guidelines should until it is consistent with the national data set.

VIII. *System Evaluation Guidelines Final Format*

1. Craig received no further comments from the group since the last meeting. Steve will create a standard cover page to go with the documents for presentation at the conference.

IX. Review of *Proposed CQI Guidelines*

1. Bonnie reported that the comments from Group D were accepted.
2. There was a discussion about why the Paramedic Task Force was assigned this task in the first place. Bonnie clarified that originally the group was

unable to get funding for the System Evaluation and Improvement Committee, so the Paramedic Task Force took over the objective.

3. Larry will submit a few changes to the LEMSA piece to Bonnie.
4. This draft will go out for comment at the Vision Conference.
5. Larry motioned to accept the draft in concept, which was seconded by Gwen: all in favor-9, opposed-0.

X. Progress Report on CEMSIS Project

- a) Program Development – Ed has completed testing on Marin County's programs.
- b) Web-Based Reporting– Ed is seeking a 3-month extension for “form-fitting.”
- c) HIPPA Compliance There is block grant money to fund a HIPPA project using their standard deliverables. Richard will talk to his advisory committee next week about this.
- d) Ongoing System Oversight – The CEMSIS project will continue stakeholder-driven activities.
- e) Training Component and Curriculum – This is specifically for the LEMSA staff. There will need to be training components developed for all the various field and provider personnel following the Vision Process..
- f) State EMS Data Collection and Reporting Guidelines – This will not be done until after December.

XI. Review of Final Deliverables

1. The committee reviewed the final documents to be submitted to Miranda. All of the documents will go on the conference c.d. with a cover page and an index.
2. The group also decided which materials would be sent out hardcopy.

XII. Conference Presentations and Assignments

Discussion

1. Since most of the audience will be viewing the information for the first time, Bob Eisenman suggested that the presentation should not cover everything in its entirety; rather, it should be an overview of introductory material, where the process is headed, and give a sense of what has been done.
2. Larry Karsteadt, Bob O'Brien, Ed Armitage, Steve Andriese and Bob Eisenman volunteered to help create the PowerPoint presentation. It will include questions that the audience can relate to, and show an example that follows through all of the documents created by the group.
3. As the presentation is developed, Steve will contact the different members of the committee about presentation materials.

Assignments

4. Steve: Letter to Richard, requests for attendance, letter to Commission, cover page for documents, presentation to Larry, Bob Eisenman, Bob O'Brien, Ed, and Miranda.
5. Bonnie with Larry, Deidre, and Gwen: Split up Data Set to compare with the National Data Set.

6. Larry: CQI Comments to Bonnie by Friday, 10/18.

XIII. Final Adjournment

Steve thanked the committee members for all of their hard work and dedication, and was looking forward to seeing everyone again at the Vision Conference in December.